

## Madison County Electoral Board

### (Draft) Minutes of the Madison County Electoral Board (EB) Meeting 15 March 2021

The meeting was called to order at 4:00 pm.

Meeting attendees: Mark Farmer, Chair; Margaret Douglas, Vice-Chair; Susanna Spencer, Secretary; Lauren Eanes, General Registrar; and Bonita Burr, Outgoing Secretary/Consultant

Approved: The meeting agenda was accepted without changes.

The minutes of the Electoral Board Meeting of 1 February 2021 were approved as written/read.

The state-required **Risk Limiting Audit** was conducted by the EB with the assistance of the General Registrar (GR) at the Madison County Courthouse on 24 February 2021.

In accordance with a request from the Madison County Democratic Chairman, answers to the **2021 Voter Protection Liaison Survey** for the June 2021 Primary were submitted on 14 March 2021.

**Ballot** order discussion: Based on the number of county residents who voted in the primaries in 2017 and 2020, the EB determined that a total of 1200 Democratic ballots should be ordered initially. If there is a Republican primary (still undetermined whether there will be a primary for the position of Nick Freitas), an additional 1200 Republican ballots will be ordered.

Annual review of the **Security Plan**: Mark Farmer indicated that he had conducted a review of the Security Plan, and found the plan to be complete and accurate; therefore, no changes are required.

**Election Day security review**: Mark Farmer indicated that he will conduct a review of the Election Day security protocol.

**Precinct assignments**: The proposed Election Official (EO) precinct assignments for the June 8, 2021, primary were reviewed and approved.

- In accordance with state law, the Madison County Democratic Chairman has reviewed and approved the assignments, and the Madison County Republican Chairman has been notified (response is anticipated).
- Most EOs are currently registered as (U)/unaffiliated with any political party. Since the state regulations require representation by both parties at the precincts, the EB will make an effort to request and assign party affiliations to the EOs.
- Several new EO applications were received and approved by the EB.

**Key dates** for the June 8, 2021, primary were reviewed and discussed, as follows:

- Election Official Training: Tuesday, April 13: Training to be conducted by KnowInk/poll pad company and the Electoral Board
  - 8:45-9:30 EO new chief training
  - 9:30-11:00 EO training on poll pads (Class 1)
  - [11:00-1:00 GR staff training on poll pads]
  - 1:00-2:30 EO training (class 2)
  - 2:45-4:00 EO training (class 3)
  - 4:00-5:30 New EO training
- Wednesday, April 21 at 2:00 pm: Logistic and Accuracy (L&A) testing of all equipment (open to public)
- Tuesday, May 18 at 4:00 pm: EB meeting in Registrar's office (open to public)
- Friday, June 4: (EB) Pick up radios from Sheriff's Department
- Monday, June 7, 10:00 am – 4:00 pm: Precinct chiefs will pick up polling equipment at GR's office at 302 Thrift Road, Madison VA 22727 (By appointment. Lauren Eanes has sign up sheet to be available during training April 13.)

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- Tuesday, 8 June, 6:00 am-7:00 pm: Primary election
- Wednesday, June 9, 10:00am: EB to canvas to approve ballots.
  - Open Provisional Ballots if present.
- Thursday, June 10 at 9:00 am As required if there are provisional ballots.
- Friday, June 11. Main in ballots due.
- Friday, June 11 at 9:00 Electoral Board meets to complete canvass; prepare and deliver materials for the County Clerk.

**Functional assignments** were made among the members of the EB, as follows:

- Lead interface with EOs: Susanna Spencer
- Lead administrative duties (meeting announcements, postings, minutes, etc): Margaret 'Fred' Douglas
- Lead security plan/protocol representative: Mark Farmer
- Co-leads for EO training: Susanna Spencer and Margaret 'Fred' Douglas

There were no additional comments or concerns.

The meeting was adjourned by the Chair, Mark Farmer, at 5:05 pm.

The **next Electoral Board Meeting** will be Tuesday, May 18, at 4pm.

*Susanna Spencer*

Submitted by Susanna Spencer, Secretary, Electoral Board